



## KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA

Private Bag X454, Pietermaritzburg, 3200  
179 Jabu Ndlovu Street, Pietermaritzburg, 3200  
Tel: 033- 341-9300 Fax: 033- 342-6345

CORPORATE SERVICES

### VACANCY CIRCULAR NO. 4 OF 2020: COMMUNITY SAFETY AND LIAISON

1. This circular is issued in terms of the recruitment measures contained in the Public Service Regulations and in this regard it is important to note that the Public Service is equal opportunities, affirmative action employer.
2. **The contents of this circular must without delay, be brought to the notice of all eligible officials on your establishment, including those district offices. Supervisors must notify all potential candidates who may qualify for posts in this circular even if they are absent from their normal place of work.**
3. **DIRECTIONS TO CANDIDATES**
  - (a) Applications must be submitted on the prescribed application form Z83 (originally signed) and must be accompanied by a detailed CV and originally certified copies of required educational qualification, driver's license, Identity Document set out in advert for each vacancy and any other requirements indicated in the advertisement (not copies of certified copies) **(NB: Applicants must not assume that because they are employed by the Department of Community Safety and Liaison they do not have to submit all of the required documents; these must be attached to the application)**. Failure to comply with the above instruction will lead to applications being disqualified. Under no circumstances will faxed applications be accepted. **Please note that curriculum vitae will not be returned.**
  - (b) Candidates must indicate the reference number of the post which they are applying for on the application form Z 83.
  - (c) Candidates requiring additional information must direct their enquiries telephonically to the person indicated below the post.
  - (d) Receipt of applications will not be acknowledged and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful.



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4. Applications may be forwarded by post: Head: Community Safety and Liaison  
Human Resource Management  
Private Bag X9143  
Pietermaritzburg  
3200

For Attention: **Ms K.S Mthembu**

or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

5. Preference will be given to females and persons with disabilities are also encouraged to apply.
6. Appointment to these posts will be made subject to a clear personnel suitability check, including but not limited to a criminal record check.
7. Closing date: **6 November 2020**.
8. Enquiries to be directed to: Mr T.S Mohlomi, Telephone: 033 – 3419300



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**MR C.S NGCOBO**  
**ACTING DIRECTOR: CORPORATE**  
**SERVICES**

**DATE: 12 October 2020**



## **KWAZULU-NATAL PROVINCE**

**COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA**

**POST : DIRECTOR: CORPORATE SERVICES**

**REF. NO. : CSL21/2020**

**CENTRE : PIETERMARITZBURG**

**SALARY : R 1 057 326 per annum (Inclusive Package)**

An all-inclusive remuneration package of R 1 057 326 per annum is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

**POST REQUIREMENTS:** A (NQF level 7) qualification recognized by SAQA in Public Administration or equivalent coupled with 5 years (minimum) of experience at a middle/senior managerial level in a corporate services environment, preferably in the Public Service, and completion of the Public Service Senior Management Leadership Programme (*Certificate for entry into SMS*). Valid driver's license and applicants must be prepared to work extended hours.

**KNOWLEDGE, SKILL AND COMPETENCIES:** The Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, HR systems including "Persal", National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Child Care Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative, Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet Management, Labour Relations Act,1995, Communication and protocol, HR systems including "Persal", Communication skills, Project management skills relating to crime prevention, Report writing skills.

**KEY RESPONSIBILITIES:** To provide corporate support services. Provide strategic direction for the Directorate and ensure development of effective Human Resources, Communication, Information Technology and Auxiliary services policies, guidelines, norms and standards. Manage the provisioning of human resources. Manage the provisioning of Information Technology. Promote the strengthening and maintenance of vibrant relationships with stakeholders. Oversee the management of Auxiliary Services. Ensure effective management of resources for the Sub-Directorate.



## **KWAZULU-NATAL PROVINCE**

**COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA**

**POST : DIRECTOR: RISK AND INTEGRITY MANAGEMENT SERVICES**

**REF. NO. : CSL22/2020**

**CENTRE : PIETERMARITZBURG**

**SALARY : R 1 057 326 per annum (Inclusive Package)**

An all-inclusive remuneration package of R 1 057 326 per annum is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

**POST REQUIREMENTS:** A (NQF level 7) qualification recognized by SAQA in Commerce/Accounting/ Auditing and Risk Management or equivalent coupled with minimum 5 years experience at a middle/senior managerial level in Accounting and or Auditing/Internal Auditing/Internal environment and completion of the Public Service Senior Management Leadership Programme (***Certificate for entry into SMS***). Valid driver's license and applicants must be prepared to work extended hours.

**KNOWLEDGE, SKILL AND COMPETENCIES:** Detailed knowledge of public sector and public/private systems and relevant legislation/statutes, including, Constitution of South Africa, Public Financial Management Act (PFMA), Public Sector Risk Management Framework, Treasury Regulations, Public Service Regulatory Framework (PSRF), Financial Disclosure Framework, Public Service Regulation, 2016, National development Plan, 2012, Prevention and combating Corrupt Activities act,2000, Public Service Anti-Corruption strategy, 2002, Guidelines for implementing Minimum Anti-Corruption Capacity, Public Sector Integrity Management, Promotion Of Administrative Justice Act, 2000, Government Priorities Protected Disclosure Act, 2000, General Recognised Accounting Principles, Generally Accepted Accounting Principles, King III Report, 2009, Risk Analysis/management , Public Service Act,1994, Risk Management Practices, Basic Accounting System (BAS), Departmental Accounting framework, Labour Relations Act, Public Service Code of conduct, Provincial Treasury Practice notes, Internal Controls procedures, Problem-solving, Analytical and numeracy, Analytical and quantitative method tools, Verbal and written communication, Good interpersonal relations, Research, Report writing, Policy interpretation/analysis and development, Project planning and management, Change management, Negotiation, Financial management, Organizing, Presentation, Facilitation, Time management, Policy development, Management , Driving, Statistical and quantitative analysis, Computer skills : Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet, Self-discipline and ability to work under pressure

**KEY RESPONSIBILITIES:** To manage and oversee the provisioning of effective and efficient departmental risk and integrity management services in terms legislative mandates. Manage the development of organisational risk, policies, procedures, strategies, risk plan and frameworks. Manage and monitor the implementation of risk assessment response strategies. Manage and facilitate the capacity building on departmental staff on risk management. Ensure the development and implementation of Fraud Prevention, Anti-Corruption mechanisms, strategies and programmes. Manage the resources of the directorate.